

*Or Jones*  
*B+C 3-1*

6 May 1987

MEMORANDUM FOR: Director of Medical Services

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FROM: [REDACTED]

Chief, New Building Project Office, OL

SUBJECT: Occupancy of the New Headquarters Building

1. The purpose of this memorandum is to inform you of the current occupancy plans for the New Headquarters Building (NHB), and to review my understanding of the Office of Medical Services (OMS) responsibilities and plans in support of the NHB.

2. The first component is scheduled to move into the North Tower in January 1988. Occupancy of the South Tower is scheduled to commence in May 1988. I understand that OMS will staff and furnish a fitness and cardiovascular testing facility (approximately 5,000 sq.ft.) on the ground floor of the South Tower and a small dispensary (575 sq.ft.) on the north side of the Center portion of the NHB. The dispensary should be operational when the first component occupies the North Tower in January 1988. The fitness/testing facility should be operational when the first components occupy the South Tower in May 1988.

3. Both OMS facilities in the NHB will be completed in a "bare-bones" manner; the provision of furniture, equipment, wall hangings, cabinets, lockers, etc., is an OMS responsibility. Your representative should contact the Facilities Management Division, OL, for guidance in the procurement of furnishings/equipment, and to discuss with them any special requirements you may have with respect to relocation to and fitup of your NHB space.

4. OMS has \$704,000 to furnish and equip your NHB space in the FY 87 NHB support budget. These funds currently are "frozen" in the allotment of the New Building Communications Program Division, Office of Information Technology (NBCPD/OIT) as a payback to you from FY 86. I understand that you will use \$200,000 in the third and/or fourth quarters of FY 87, and that the remaining \$504,000 will be spent in FY 88 to satisfy the payback arrangements. This arrangement has been coordinated with Chief, NBCPD/OIT and Chief, Budget and Fiscal Branch, OL.

5. Hopefully, the information provided above will assist you in your planning for occupancy of your space in the NHB. If you have any questions, please contact me on [REDACTED]

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 1 - OL/NBPO Chrono  
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